



WOODHOUSE GROVE SCHOOL

I am Grovian

**APPOINTMENT OF
BOARDING ADMISSIONS MANAGER**



An Introduction to Woodhouse Grove

Woodhouse Grove is located on a beautiful 70-acre campus near Leeds and Bradford, offering a top-tier all-round education for both day pupils and boarders. Day pupils come from a wide area, including beyond West Yorkshire, with convenient bus services and a nearby railway station.

With around 1,050 students aged 2 to 18, including over 200 in the Sixth Form, the school has made significant investments in its facilities, such as a new covered court and Sixth Form building, both opened in 2024. The latest ISI inspection in February 2024 rated the school as Fully Compliant. Woodhouse Grove continues to invest in its facilities, enhancing the student experience and upholding its core values.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. Recognised as a centre of sporting excellence, Woodhouse Grove pupils regularly earn places in county, regional, and national teams. Beyond sport, the school has a vibrant and well-regarded performing arts tradition, staging several major productions and concerts each year.

The Woodhouse Grove boarding community upholds traditional values while fostering tolerance and a deep understanding of the world around us. We believe that qualities such as maturity, confidence, versatility, self-discipline and self-motivation are essential for achieving one's full potential. Boarding at Woodhouse Grove provides a unique and supportive environment in which students can develop these attributes.

With a forward-thinking approach to boarding, we encourage our pupils to explore the surrounding area and fully interact with day pupils, ensuring they feel an integral part of the wider school community. Our boarders are confident, motivated and hardworking. They actively engage in school life, express their opinions with ease and take a keen interest in the wider world.

Representing over 10 nationalities, our boarding community makes up approximately 8% of the pupils in our senior school, creating a diverse and enriching environment.

We have two dedicated boarding houses—one for girls and one for boys—each providing a safe, supportive and welcoming environment with a true "home-from-home" feel. Our boarders enjoy a comfortable and nurturing atmosphere where they can relax, socialise, and build lasting friendships. Boarders at The Grove also benefit from access to fantastic facilities, including 70 acres of beautiful grounds, a swimming pool, a fully equipped gym and excellent sporting facilities.

Life here is filled with stimulating and rewarding experiences. Pupils have the opportunity to explore their passions—whether practising music, conducting research in the library, rehearsing for a public performance, or competing in sport at school and local levels. They can also enjoy weekend trips and activities, attend theatre and concert outings, work out in our state-of-the-art fitness suite, swim in the Jubilee pool, or simply unwind with friends over hot chocolate in the House kitchens.

These experiences, combined with our strong academic standards, make Woodhouse Grove a sought-after destination for students from around the world.

Founded in 1812, Woodhouse Grove School is the second oldest Methodist school in the country and benefits from its formal partnership with similar schools, including, Truro School, Culford School, Kent College, Kingswood School and Queen's College, Taunton, amongst others.



The Appointment

Job Description

Location: Woodhouse Grove School, Bradford, England

Reports To: Director of Marketing & Commerce

The Boarding Admissions Manager is responsible for recruiting boarding students, ensuring a seamless and engaging experience for prospective families through the admissions process. This role involves recruiting, evaluating and enrolling students while fostering strong relationships with families, agents and key stakeholders. The ideal candidate will demonstrate excellent communication skills, a strategic mindset and a passion for the transformative power of boarding school education. They will also be committed to upholding the Grovian values of integrity, excellence, and community.



I am an individual, yet I am part of something incredible.

I am Grovian

Key Responsibilities

- Develop and implement marketing and recruitment strategies to attract domestic and international boarding students, ensuring excellence and community engagement in line with Grovian traditions.
- Manage the admissions process from initial inquiry to enrolment, ensuring efficiency and a high level of customer service.
- Conduct tours, interviews, and informational sessions with prospective students, families and agents, showcasing the distinctive boarding experience and values of the school.
- Build and maintain relationships with educational consultants and agents to support recruitment efforts.
- Organise and participate in recruitment fairs, school visits and marketing events locally and internationally.
- Plan, promote and deliver an annual Immersion Programme.
- Collaborate with the marketing team to develop promotional materials and digital campaigns that effectively communicate the boarding school experience.
- Evaluate applications, review academic records, complete required testing and coordinate with relevant staff for admission decisions.
- Maintain accurate and updated records in the admissions database.
- Stay informed about industry trends, best practices, and competitor analysis to enhance recruitment.
- Provide all relevant academic and pastoral information acquired during the admissions process to colleagues, ensuring a smooth transition for new boarders into the Grovian community.
- Ensure all families are aware that boarding students must have guardianship cover in accordance with the school's Guardianship Policy.
- Work with the Admissions department to ensure full UKVI compliance, maintaining the record of active agents and sharing this termly with UKVI.
- Manage the agents' commission budget, ensuring all active agents have signed a formal Agency Agreement and updating Accounts with any changes. For potential new agents, seek formal confidential referencing to ensure their professional integrity.
- Work with the Admissions team to support recruitment across the whole school including day recruitment if required.





Qualifications & Experience

- Bachelor's degree in education, marketing, business administration, or a related field.
- Proven experience in admissions, recruitment, or a similar role within a boarding school or educational institution.
- Strong interpersonal, organisational, and communication skills.
- Ability to build rapport with diverse families and stakeholders while embodying the Grovian ethos of inclusivity and academic excellence.
- Familiarity with international student recruitment and visa processes.
- Proficiency in admissions software.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload without constant supervision
- Willingness to travel domestically and internationally as required.
- Able to work as part of a team or independently.
- A commitment to the values and mission of boarding school education, particularly those embedded in Grovian tradition.

Benefits of working at Woodhouse Grove

- Beautiful grounds and working environment, including free parking.
- Frequent and up to date training given.
- Social benefits include free school concerts, subsidised events and some use of school facilities.
- Pension scheme.
- Employee Assistance Programme for confidential advice and guidance.
- Free lunch during school day and hot drinks and snacks.

Working Patterns

- Full-time or 4 day a week all year-round position with occasional evening and weekend responsibilities.
- Flexible hours between term time and out-of-term working could be discussed.
- International travel required for recruitment and networking events.
- Office-based or a hybrid role but with the need for regular engagement in school activities and events.
- Salary for this role will reflect the qualifications and experience of the successful candidate.
- Variations to working patterns can be discussed.



*When you nurture
a child's confidence,
achievement follows.*



The Application Process

The Application Process

Applications should be made on Woodhouse Grove Application forms, which are available from the school website www.woodhousegrove.co.uk/school-info/vacancies

Letters of application (no more than one side of paper) together with the completed application form should be addressed to or emailed:

Mrs Sam Cadman
WOODHOUSE GROVE SCHOOL
APPERLEY BRIDGE
WEST YORKSHIRE
BD10 0NR

TELEPHONE: 0113 250 2477
EMAIL: RECRUITMENT@WOODHOUSEGROVE.CO.UK

DEADLINE MONDAY 7th APRIL 2025

The salary for this role will reflect the qualifications and experience of the successful candidate.

Woodhouse Grove School is committed to Safeguarding and promoting the welfare of children. This appointment will be conditional upon successful pre-employment and DBS checks.

All applicants must read the information on our website regarding further employment checks, equal opportunities and our Child Protection and Safeguarding Policy.

www.woodhousegrove.co.uk/school-info/vacancies



I am the very best of me...

I am every teacher who has inspired me.

**I am every lesson that has opened
my eyes. I am every maths problem**

**I have solved. I am every book that
has captivated me. I am every science
experiment that has surprised me.**

**I am every sports tour that has
motivated me. I am every drama class**

**that has transformed me. I am more
than just academic. I am everything**

**I want to be. I am prepared. I am
gracious and generous. I am resourceful**

**and resilient. I am ambitious and
committed. I am understood. I am my**

**unlocked potential. I am an individual,
yet I am part of something incredible.**

I am Grovian